



Department of Energy Image Archive

Tips for Using the Image Archive

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What is the DOE Image Archive?

The DOE Image Archive is a resource made available to the DOE community as well as the general public for the purposes of enhancing communication, education, and ultimately the overall mission of the Department of Energy (DOE). It includes images such as photographs of DOE sites and processes as well as artists' conceptions of technical designs and facility functions.

Create a User ID

Before entering the Image Archive, you must establish a unique user ID and password. Some of the password requirements are: it must contain both numerals and letters (uppercase and lowercase); a "special character" (e.g., @, ! etc.); and must be at least eight characters in length. Your password should not contain your user ID or begin or end with a numeral. Click on "New Account Password Policy" for a complete list of password requirements.

You can edit your profile at any time. Note that since your user ID needs to be unique, you will not be able to change it. Fill in all the fields that you would like to update and press the "Submit" button.

Conduct a Search

Simple Search

There are three different ways to search for images. You can use one of these searches or combinations of them.

If you want to conduct a simple keyword search, fill in the field under the "Simple Search" caption at the top of the screen. Try to be as specific as possible because the system will not return results if the term is too common.

You can search by as many terms as you like. Use "and" or "or" to combine your terms. However, you should not use combinations of "and" and "or" in the same search string. For example, if you want to conduct a search on "plant," "energy," and "waste," you can type in "plant and energy and waste" or "plant or energy or waste," but you cannot type in "plant and energy or waste." In general you do not need quotes. When searching for words with special characters such as an apostrophe, e.g. "O'Leary," put the word in quotes.

Advanced Search

You can refine the search further by filling in the Advanced Search criteria. You can specify the site, the state, the date, and the program category of the image. Note that you should use the "mm/dd/yy" format when filling in the photo date, e.g., "12/31/99."

Lastly, you can specify time ranges of the image by filling in the Time Search criteria. You can search an image before, on, or after a certain month of a year, or you can search for images between two time periods.

Viewing Images

After you have submitted your search criteria, the database will retrieve the images and display a screen of those thumbnails (smaller views of the images). Note that at the top right corner of the

screen you will see the number of total hits for your search. Also listed at the top of the screen are the search criteria that you have chosen. If you would like to narrow your search, click on the "Refine Search" link.

Click on a thumbnail image or its caption to see the enlarged image and its details. If you would like to add this image to your portfolio for future reference (see "Portfolio" discussion below), click on the "Add to my Portfolio" link above both the thumbnail and the enlarged image. Lastly, click on any of the numbered links or the previous and back arrows at the bottom of the screen to navigate through the sets of images.

Browse Images

Rather than searching for a particular image, you can browse through the image collection. You can browse the collection by four criteria: Image ID, Date, DOE Site, or State. You can specify none, any, or all of the criteria. Use the pull-downs at the bottom left of the screen.

Click on a thumbnail image or its caption to see the enlarged image and its details. If you would like to add this image to your portfolio for future reference, click on the "Add to my Portfolio" link above both the thumbnail and the enlarged image. Lastly, click on any of the numbered links or the previous and back arrows at the bottom of the screen to navigate through the sets of images.

Portfolio

A “portfolio” is a unique storage area for each user to place selected images. To create a folder within your portfolio, type in a folder name and press the “Add Folder” button at the bottom of the screen. Add images to your portfolio by clicking on the “Add to My Portfolio” link above the thumbnail or enlarged image. A window will pop up showing all the folders that you have on your portfolio. Click on any of the folders to add the image to that folder.

You can view your portfolio at any time by clicking on the “Portfolio” link on the left-hand navigation bar. Click on the folder to see all the images that you have in that folder. Press the “+” button next to the folder to search for more images to add to your portfolio. Press the “X” button to delete that folder. You can also add new folders at the bottom of the screen.

Feedback

We are constantly looking to improve this system so that it may be of better service to you. Please rate the site by answering the questions on the screen. Press the “Submit” button when you are finished. You can also send us email by clicking on the “Comments” link at the bottom of the screen.

Special Requests

If you have any special work request for a particular image that you find on this site (e.g. color copies, transparencies, etc.), contact the appropriate party listed on the screen.

Contacts

For additional help, please contact:

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